

ILLINOIS ARMY NATIONAL GUARD
STATE AREA COMMAND
1301 N. MACARTHUR BOULEVARD
SPRINGFIELD, ILLINOIS 62702-2399

STARC (-) 350-1d

10 August 2003

MEMORANDUM FOR Select Personnel

SUBJECT: TY-04 Mandatory Briefings and Handouts

1. The following listed topics and instructors have been selected for Training Year 04 for the Mandatory Briefings. It is the instructor's responsibility to complete their Training Outline and handout's and have these documents ready for review at the Post Training Meeting, the month prior. Additionally, it is the instructor's responsibility to identify and coordinate all training support material/equipment.
2. If a selected instructor can not attend drill when they are scheduled to conduct their class, they must inform the Chain-of-Command (Platoon Sgt, and/or 1SG, Commander), notify their assistant instructor and have a replacement.
3. The Topics and Instructors are as follows:

MONTH	CLASS	
INSTRUCTOR/ASSISTANT		

October	Geneva / Hague Handout	1SG Morrison
	Standards of Conduct Handout	1SG Morrison
	SAEDA Handout	1SG Morrison
	OPSEC Handout	1SG Morrison
	Code of Conduct Handout	1SG Morrison
	SERE Handout	1SG Morrison
	Mobilization Handout	1SG Morrison
	Physical Security Handout	1SG Morrison
	Drug / Alcohol Handout	1SG Morrison
	UCMJ Handout	1SG Morrison
	HREO	1SG Morrison
	Sexual Harassment Handout	1SG Morrison
	Family Assistance Handout	1SG Morrison
	Family Mobilization Handout	1SG Morrison
April	Ammunition Amnesty Briefing	Range Safety NCO
	Range Safety Briefing	Range Safety NCO
	Lautenburg Amendment Briefing	Range Safety NCO
May	Drivers Safety Briefing	SFC Gibbs
June	Heat/Hearing/Cold Weather/ Injury Prevention Briefing	MAJ Hadley
	Pre-Camp Safety Briefing	COMMANDER
	COMSEC Briefing	COMMANDER
	Ammunition Amnesty Briefing	Range Safety NCO
	Range Safety Briefing	Range Safety NCO
	Lautenburg Amendment Briefing	Range Safety NCO

September	Wartime Mission Briefing	Commander
	Training Guidance Briefing	Commander
	Yearly Training Calendar Briefing	Commander

4. POC this memorandum is MSG Burmeister at 217-761-3962.

Michael A. Ward
MICHAEL A. WARD
MAJ, FA, IL ARNG
Detachment Commander